



Staff Report

RESOLUTION APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$200,000, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$20,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR CITY HALL/POLICE FACILITY AIR CONDITIONER UNIT REPLACEMENT, CITY CONTRACT NUMBER 482

Honorable Mayor and Council Members:

Summary

Staff requests City Council approval for City Contract Number 482, the City Hall/Police Facility Air Conditioner Replacement plans and specifications and the authorization to advertise this project for bid. Staff also requests approval of a construction contingency equal to ten percent of the contract award. The estimate for this project is \$200,000.

Background

The City Hall and Police Department offices are cooled by four different air conditioning units mounted on the roof of the building. Two of the units were installed as part of the recent remodel project. These new air conditioning units serve the new Permit Center and Council Chamber (AC-3) and the Police dispatch center (AC-4). The rest of the building is served by two older units (AC-1 & 2). This project involves replacing AC-1 and AC-2. These units are now over 22 years old and have reached the end of their useful lifetimes. Over the past year several repairs to each of the units have had to be made in order to keep them operating. Due to the age and condition of the equipment the continued expenditures on repairs is neither economical or recommended.

Discussion

The replacement of the two air conditioning units was discussed during the design phase of the City Hall/Police Department Project. However due to limitations in the project budget the air conditioner unit replacements were not included in the work.

Funding for the project will be obtained from the RDA Capital Project Fund for the Police Department portion of the work and the General Facilities Fund for the city administrative offices. The Police Department operation occupies 52% of the area served by air conditioning units 1 and 2, with the remaining 48% occupied by city administrative offices. The cost of the

project will be apportioned based on these percentages, 52% from the RDA Capital Project Fund and 48% from the General Facilities Fund.

Staff has contacted PG & E to inquire about a rebate for the new equipment. Unfortunately the PG & E rebate program does not apply to the size of the equipment proposed for replacement.

The proposed bid opening date is February 6, 2007. If the contract can be awarded, construction should start in early March and be completed by mid-April.

General Plan/Vision Statement

No impact.

Fiscal Impact

The estimated cost for City Contract Number 482 is \$200,000. Funding will be obtained from the RDA Capital Project Fund, Project Account 351-4610-9539-9030 and the General Facilities Fund fund balance, account number 308-5999. A transfer of funds will be made from the General Facilities Fund to the Facilities Management budget, account number 625-1701-9539-9030. Another \$20,000 will be reserved as a 10 percent construction contingency as needed by the City Manager and Finance Director to address unforeseen conditions that would prevent contract completion. Since the funding is not included in the FY 2007 Budget a supplemental appropriation will be required to the FY 2007 Budget. A budget augmentation will be made as part of the mid-year budget review.

Public Contact

Publication and posting of City Council agenda.

Recommendation

It is recommended that the City Council approve City Contract Number 482 – the City Hall/Police Facility Air Conditioner Unit Replacement contract plans and specifications. It is further recommended that the City Council authorize advertising for sealed bids from qualified n contractors and approve award of contract to the lowest responsible bidder for an amount not to exceed \$200,000. Staff also recommends approval of a contract contingency equal to ten percent of the contract award. Assuming acceptable bids are received, it is recommended that Council authorize the City Manager to execute a contract with the lowest responsible bidder.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

A. Resolution

Respectfully submitted,

Karl Mittelstadt
Project Manager

Terrence L. Belanger
Interim City Manager

Staff Contact:

Karl Mittelstadt
Phone: (650) 595-7443
karlm@belmont.gov

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING
PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED
BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE
BIDDER FOR AN AMOUNT NOT TO EXCEED \$200,000, APPROVING A
CONSTRUCTION CONTINGENCY NOT TO EXCEED \$20,000, AND AUTHORIZING
THE CITY MANAGER TO EXECUTE A CONTRACT FOR CITY HALL/POLICE
FACILITY AIR CONDITIONER UNIT REPLACEMENT CITY CONTRACT NUMBER
482**

WHEREAS, The Air Conditioner Units for the City Hall/Police Facility are in need of replacement;
and,

WHEREAS, plans and specifications have been prepared for this work; and,

WHEREAS, the Redevelopment Agency Capital Project and General Facility Funds have adequate
funds for the project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council approves City Contract Number 482, plans and specifications.
2. The City Council authorizes advertisement for sealed bids for this work.
3. The City Council approves award of contract to the lowest responsible bidder for an amount not to exceed \$200,000, and approves a 10 percent construction contingency not to exceed \$20,000.
4. The City Council authorizes the City Manager to execute a contract with the lowest responsible bidder.
5. Funding shall be from the augmented FY2007 budget, project accounts 351-4610-9539-9030 (RDA) and 625-1701-9539-9030 (General Facilities) with 52% of the funding from the RDA budget and 48% from the General Facilities Fund .

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on January 9, 2007 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont